

WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

28 NOVEMBER 1988

*Significantly
improved!*

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

Yes
a. Agency Contracts Group, Office of Logistics, forwarded a Request for Proposal (RFP) to four contractors for 350,000 reams of 8.5" x 11" reproduction paper to be delivered in monthly shipments throughout 1989. Unfortunately only one contractor responded and at a price significantly higher than in-house estimates. Discussions with Material Support Branch, Supply Group, Chief, Printing and Photography Group, and the Contracting Officer resulted in a decision to immediately procure 100,000 reams of the "better grade" paper ensuring adequate stock levels through March 1989. There are positive indications another mill may be able to manufacture our remaining needs early in 1989 thus opening up competition and possibly fulfilling our original requirement.

Recent Purchasing Magazine articles indicate that the paper shortage is still at critical levels and prices are of grave concern. Close coordination with OL groups will be maintained to ensure Agency inventories are not depleted..

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Yes

C O N F I D E N T I A L

25X1 d. Agency Contracts Group, Office of Logistics, has scheduled a Source Evaluation Board on 30 November 1988 to discuss the selection of a contractor to provide Guard Services in support of "Headquarters Security Division." Ten contractors were solicited for this service. Three contractors responded with proposals. [redacted]

25X1 f. [redacted] ACO to the Automated Printing and Reproduction System (APARS), visited Xerox in Pasadena, CA, during 14-18 November 1988 to conduct fact-finding and initiate negotiations for renewal of the annual maintenance contract. Final negotiations are pending an inventory of spares. Depending on required material costs based on available spare parts from the inventory, additional savings, above the \$200,000 reduction already negotiated, may be realized. Assisting [redacted] in the negotiation were [redacted] a Co-op, the West Coast Auditor, and COTR. [redacted]

3. Significant Events Anticipated During the Coming Week:

25X1 Office of Information Technology, Management Services Group, Contracts Management Division will be holding its first annual conference at Airlie House in Warrenton, VA on 5 and 6 December 1988. The conference will consist of briefings and meetings with the OIT Group Chiefs, as well as the Director, OIT and Chief, OL/Agency Contracts Group. [redacted]

4. Management Activities and Concerns:

None